

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
24 July 2002

C1, Fort Knox Reg 672-2

Change 1

Decorations, Awards, and Honors

FORT KNOX SOLDIER AND NONCOMMISSIONED OFFICER OF THE
QUARTER/YEAR AND DRILL SERGEANT OF THE YEAR

Summary. Per the Post Command Sergeant Major guidance, the Fort Knox Chapter Sergeant Audie Murphy Club chapter of FK Reg 672-2 has been updated.

Suggested improvements. The proponent of this change is the Fort Knox Chapter Sergeant Audie Murphy Club. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-CSM, Fort Knox, Kentucky 40121.

1. Fort Knox Regulation 672-2, 28 May 1999, is changed as follows:

Remove old Chapter 6 and Appedixes K-N, and insert revised Chapter 6 and Appendixes K-N.

2. Post this change per DA Pamphlet 25-40.

3. File this change in front of the publication.

FOR THE COMMANDER:



OFFICIAL:
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Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
28 May 1999

*Fort Knox Reg 672-2

Decorations, Awards, and Honors

FORT KNOX SOLDIER AND NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR AND DRILL SERGEANT OF THE YEAR

Summary. This regulation sets standards, defines time frames, and provides guidance on the nomination, selection, and recognition of the USAARMC Soldier of the Quarter/Year; Noncommissioned Officer (NCO) of the Quarter/Year; Drill Sergeant of the Year; and the Career Counselor of the Year. In addition, this regulation reviews the process for nomination and selection for membership in the TRADOC Sergeant Audie Murphy Club (SAMC).

Applicability. This regulation is applicable to all units, activities, and Fort Knox Partners in Excellence assigned or attached to the U.S. Army Armor Center and Fort Knox.

Suggested Improvements. The proponent of the regulation is the Office of the Armor Center Command Sergeant Major. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC and Fort Knox, ATTN: ATZK-CSM, Fort Knox, Kentucky 40121-5000.

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* This regulation supersedes USAARMC Reg 672-2, 17 Nov 95

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CHAPTER 1

GENERAL

1-1. Purpose.

- a. To establish an appropriate system for the selection and recognition of outstanding soldiers from all major units/activities at Fort Knox.
- b. To provide for suitable rewards for the individual selected by each program.

1-2. General.

- a. Uniform for board members will always be Army Green Service.
- b. Corporals will be afforded the opportunity to compete as NCOs.

1-3. Responsibilities.

- a. The Office of the Armor Center Command Sergeant Major has overall responsibility for these programs.
Special responsibilities:

- (1) Schedule boards and publish Board Memorandums of Instruction (MOIs).
- (2) Collect all individual packets and exercise quality control.
- (3) Record all boards and submit board minutes to the Commanding General (CG) for approval following each board.

- b. Major subordinate commands will:

- (1) Publicize these programs within their organization/units.
- (2) Implement the policies in this regulation by selecting nominees from their respective command.
- (3) Submit nominations through their headquarters to HQ, U.S. Army Armor Center, ATTN: ATZK-CSM, within the time frame prescribed by Board MOIs.
- (4) On rotating basis, host the Installation selection boards and provide board members.

- c. 1st Armored Training Brigade (1 ATB) will:

- (1) Resource and administer Army Physical Fitness Test (APFT) for Drill Sergeant of the Year (DSOY) candidates.
- (2) Resource and administer Performance Oriented Test (POT) to DSOY candidates.

- d. Plans, Operations, and Training Division, G3/DPTM will:

- (1) Coordinate awards presentation ceremonies and induction ceremonies.

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(2) Coordinate Photographs.

e. Fort Knox Chapter Sergeant Audie Murphy Club

(1) Conduct SAMC induction ceremony.

(2) Provide members for SAMC selection boards.

CHAPTER 2

SOLDIER/NCO OF THE QUARTER

2-1. Purpose. To provide an appropriate system for selection and recognition of the outstanding Soldier/NCO of the Quarter at Fort Knox, and to provide suitable rewards for the individual selected.

2-2. Applicability. All permanent party enlisted personnel in grades PVT through SFC, who have been assigned or attached to Fort Knox and who have been selected by major subordinate command or Partners in Excellence Soldier/NCO of the Quarter Boards.

2-3. Eligibility.

a. If an individual is no longer available/eligible, organization may select the runner-up of their Soldier/NCO of the Quarter competition to replace that individual.

b. Soldier must have no record of court-martial conviction or disciplinary action during the last 12 months. There must be no memorandums of indebtedness. Soldier must not be under suspension of favorable personnel action per AR 600-8-2.

c. Soldier must have passed the Army Physical Fitness Test (APFT).

d. Soldier must meet height and weight standards.

e. An individual who was previously selected as Soldier/NCO of the Quarter may not appear before the board more than once every 12 months.

f. Corporals through SFC(P) may compete for NCO of the Quarter.

2-4. General.

a. The Soldier/NCO of the Quarter will be given maximum publicity by all major subordinate commands.

b. Soldier/NCO of the Quarter Boards will be conducted in each major subordinate command. Fort Knox Partners in Excellence are also encouraged to participate in this program.

c. The Post Soldier/NCO of the Quarter Board, composed of members indicated in paragraph 2-7, below, will meet at a date and place to be announced by the President of the Board.

d. Memorandum of recommendation (appendix A) will be forwarded to this headquarters, ATTN: ATZK-CSM, by announced suspense date. This recommendation will consist of:

(1) Memorandum of Recommendation.

(2) A paragraph biography of significant achievements of the nominees during their military service. This statement will be printed or typed.

(3) One page letter on the candidate's views of the quality of life at Fort Knox to include changes they would make if in the position of Post Sergeant Major. This statement will be printed or typed.

(4) Typed copy of DD Form 2266 (Hometown News Release).

(5) DA Form 2A and 2-1

e. The uniform for nominees will be as follows:

(1) Male soldiers: Army Green uniform with all awards and decorations.

(2) Female soldiers: Army Green Classic pants or skirt (optional), and jacket with all awards and decorations.

2-5. Awards. The following awards are normally presented to the Soldier and NCO of the Quarter:

a. Battalion Level: Letter of Commendation; \$50 Savings Bond from Morale, Welfare, and Recreation (MWR).

b. Brigade Level: DA Certificate of Appreciation; \$75 Savings Bond from MWR.

c. Installation Level: \$250 Savings Bond from MWR. Selectees will be recommended by the Armor Center CSM for the Army Achievement Medal.

d. Candidates not selected at installation level will receive an Armor Center Certificate of Achievement.

2-6. Presentation of the Awards. The Commanding General, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

2-7. Board Composition:

a. The Armor Center Command Sergeant Major, or a designated representative will serve as President of the Board. The Board will consist of five members (includes board president) and a recorder. These members will be selected from the major subordinate command (MSC) CSMs on a rotating basis.

b. Subject areas for board members' evaluation are as indicated in appendix D.

CHAPTER 3

SOLDIER/NCO OF THE YEAR

3-1. Purpose. To provide an appropriate system for selection and recognition of the outstanding Soldier/NCO of the Year at Fort Knox.

3-2. Applicability. All permanent party enlisted personnel assigned or attached to Fort Knox who have been previously selected as Fort Knox Soldier/NCO of the Quarter during the preceding fiscal year or who have been selected as Major Support Command (MSC) Soldier/NCO of the Year. Each MSC should nominate only one soldier and one noncommissioned officer to compete for Soldier/NCO of the Year.

3-3. Eligibility.

a. Soldier must have no record of court-martial conviction or disciplinary action during the last 12 months. There must be no memorandums of indebtedness. Soldier must not be under suspension of favorable personnel action per AR 600-8-2.

b. Soldier must have passed the APFT.

c. Soldier must meet height and weight standards.

d. A Soldier of the Quarter who has been promoted to NCO will compete for NCO of the Year, and the runner up will replace that individual in soldier of the year competition.

e. Corporals through SFC(P) may compete for NCO of the Year.

3-4. General.

a. The Soldier/NCO of the Year will be given maximum publicity by all major subordinate commands.

b. The Post Soldier/NCO of the Year Board will meet at a date and place to be announced by the President of the Board.

c. Memorandum of recommendation (appendix B) will be forwarded to this headquarters, ATTN: ATZK-CSM, to arrive by the announced suspense date. This recommendation will consist of:

(1) Memorandum of Recommendation

(2) A biographical narrative suitable for publication. The narrative, printed or typed, will include the individual's views on serving in today's Army. It will also include information on the candidate's personal background, activities, hobbies, and family.

(3) Typed copy of DD Form 2266 (Hometown News Release).

(4) DA Form 2A and 2-1.

d. The uniform for candidates of the Post Board will be as follows:

(1) Male soldiers: Army Green Uniform with all awards and decorations.

(2) Female soldiers: Army Green Classic pants or skirt (optional), and jacket with all awards and decorations.

3-5. Awards. The individual selected as Soldier/NCO of the Year will be presented the following awards:

- a. A \$500 Savings Bond from MWR.
- b. Class A uniform from AAFES.
- c. Selectees will be recommended by the Armor Center CSM for the Army Commendation Medal.

3-6. Presentation of the Awards. The Commanding General, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

3-7. Board Composition.

a. The Armor Center Command Sergeant Major, or a designated representative, will serve as President of the Board. The Board will consist of five members (includes board president) and a recorder. The members will be selected from the MSC CSMs.

- b. Subject areas for board members' evaluation are as indicated in appendix C.

CHAPTER 4

DRILL SERGEANT OF THE YEAR

4-1. Purpose. To establish an appropriate system to recognize the outstanding Drill Sergeant of the Year at Fort Knox. The individual selected will represent Fort Knox at the TRADOC Competition for the Stephen Ailes Award for Outstanding Drill Sergeant of the Army.

4-2. Applicability. All permanent party personnel serving on Drill Sergeant status at Fort Knox who have, as of 1 May of the current year, at least 1 year remaining on current assignment as a drill sergeant, or indicate intention to extend the required time to complete duties, if selected, as the Outstanding Drill Sergeant of the Year.

- a. Soldier must be a graduate of a Drill Sergeant School (DSS).
- b. Soldier must not be a previous recipient of the Stephen Ailes Award.
- c. Soldier must not be on current Master Sergeant promotion list.
- d. Soldier must have no record of court-martial conviction or disciplinary action during the last 12 months. There must be no memorandums of indebtedness. Soldier must not be under suspension of favorable action IAW AR 600-8-2.
- e. Soldier must have passed the APFT.
- f. Soldier must meet height and weight standards.

4-3. General.

a. Memorandum of Recommendation (appendix D) will be forwarded to this headquarters, ATTN: ATZK-CSM, by announced suspense date. This recommendation will consist of:

- (1) Cover Page (App E)
- (2) TRADOC Form 298-R, Drill Sergeant of the Year Nominee (App F)
- (3) Certified copies of DA Forms 2A and 2-1
- (4) Board Worksheet (App G)
- (5) Nominee's typed summary of significant achievements as a drill sergeant.
- (6) A 1,000 word autobiographical narrative suitable for printing in the Army Times magazine (this may be used at the TRADOC Board). Narrative will be typed and will include the following as a minimum:
 - (a) The individual's outlook on today's IET program.
 - (b) The individuals' views on how they meet the challenges presented to today's soldier.
 - (c) Details on the individual's personal background, activities, hobbies, and family.

(7) Typed DD Form 2266 (Hometown News Release).

b. Each nominee will be administered a Performance Oriented Test (POT) before board appearance. Time and place to be announced. Uniform: Battle Dress Uniform with Campaign Hat. POT standards and tasks, App H.

c. Each nominee will be administered an APFT prior to board appearance. Each raw score will be converted to a board point score using the TRADOC conversion chart (App I).

d. Uniform: Army Green Uniform with all awards, decorations, and campaign hat.

4-4. Awards. The individual selected as Drill Sergeant of the Year will be presented the following awards:

a. A \$500 Savings Bond from MWR.

b. Selectee will be recommended by the Armor Center CSM for the Army Commendation Medal.

4-5. Presentation of the Awards. The Commanding General, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

4-6. Board Composition.

a. The Armor Center Command Sergeant Major will serve as President of the Board. The board will consist of five members (includes board president), and a recorder.

b. Subject areas for board members' evaluation are as indicated in appendix G.

CHAPTER 5

CAREER COUNSELOR OF THE YEAR

5-1. Purpose. To establish an appropriate system to recognize the outstanding Active and Reserve Career Counselor of the Year for Fort Knox. The individual selected will represent Fort Knox at the TRADOC Competition for the TRADOC AC/RCT Career Counselor of the Year.

5-2. Applicability. Any Career Counselor, who has successfully performed duties in PMOS 79S or 79T for at least 6 months during the fiscal year for which the award is being considered, may be nominated.

5-3. Criteria for Selection. Eligible Career Counselors will be nominated according to the criteria below. HQDA may revise these criteria to support the Army Retention Program.

- a. Soldier must have no record of court-martial conviction or disciplinary action during the last 12 months. There must be no memorandums of indebtedness. Soldier must not be under suspension of favorable personnel action per AR 600-8-2.

- b. Soldier must have passed the APFT.

- c. Soldier must meet height and weight standards.

- d. The success of the NCO's commander(s) in managing their retention program within the guidelines established by HQDA and TRADOC.

- e. Demonstration of outstanding personal qualities and traits required to be a successful NCO and U.S. Army Career Counselor.

- f. The individual innovations in counseling soldiers.

- g. Knowledge of the Army's Retention, Transition, Personnel Competency Enhancement, and Force Alignment Programs.

5-4. Procedure for Selection. Commanders of subordinate TRADOC units will nominate the most outstanding Active and Reserve Career Counselor of their respective commands by 1 August annually. Nominations will be forwarded with recommendations to this Headquarters, ATTN: ATZK-CSM-R.

5-5. Submission of Nominations. Nominations for the Fort Knox TRADOC Career Counselor of the Year will include:

- a. Nominee's name, grade, social security number, date of birth, names of spouse and children, organization or installation to which assigned, and date of assignment.

- b. A brief narrative biography, not to exceed one double-spaced, typewritten page.

- c. A brief description of duties, action taken to support commanders in achieving their objectives, and other related areas, not to exceed one double-spaced typewritten page.

- d. A recent official photograph.

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- e. Current copies of DA Forms 2A and 2-1.
- f. Typed copy of DD Form 2266. (Hometown News Release)

5-6. General.

a. The Armor Center Command Sergeant Major will announce, by separate memorandum, the date and time (customarily during the month of August) the Career Counselor of the Year Board will convene.

b. Uniform will be:

- (1) Board members: Duty uniform (BDU).
- (2) Candidates: Class A uniform with all awards and decorations.

5-7. Awards. The individuals selected as the Fort Knox TRADOC Active and Reserve Career Counselors of the Year will be normally presented the following awards:

- a. A \$500 Savings Bond from MWR.
- b. Selectees will be recommended by the Armor Center CSM for the Army Commendation Medal.

5-8. Presentation of the Awards. The Commanding General, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

5-9. Board Composition.

- a. The Post Sergeant Major will serve as President of the Board. The board will consist of four members (includes board president) and a recorder.
- b. Subject areas for board members' evaluation are as indicated in appendix F.

CHAPTER 6

SERGEANT AUDIE MURPHY CLUB

6-1. Purpose. To provide an appropriate system for selecting soldiers assigned to the United States Army Armor Center and Fort Knox to attend the Final Selection Process for the Fort Knox Sergeant Audie Murphy Club (SAMC) board.

6-2. Applicability. All Active Army, National Guard, and Reservist ranks Corporal through Sergeant First Class that are assigned to the United States Army Armor Center and Fort Knox.

6-3. Eligibility. Per TRADOC Reg 600-14, Fort Knox Regulation 672-2.

6-4. General. The Sergeant Audie Murphy Club (SAMC) identifies and selects Noncommissioned Officers whose leadership achievements and performance merit special recognition. The SAMC is a means of recognizing those NCOs who have contributed significantly to the development of a professional NCO Corps and a combat ready Army. Members exemplify leadership characterized by personal concern for the needs, training, development, and welfare of soldiers and concern for families of soldiers. Selection to attend the SAMC board will consist of four phases:

a. Phase I – Commander's Evaluation: Unit Commanders who recommend NCOs for membership in the SAMC (Appendix K) will screen and evaluate candidates before appearance before the initial recommendation board. This recommendation will be sent through the unit Command Sergeant Major.

b. Phase II – Performance Test: The SAMC performance test is based on recorded accomplishments of both the candidates and subordinates and must be attached to the First Sergeant's nomination (Appendix L). Submit a 2-page double-spaced typed report with pictures of a Medal of Honor recipient (not Audie Murphy).

c. Phase III – Screening Board: A screening board will be conducted at Brigade/Regimental level under the direction of the Command Sergeant Major (this is not waivable). Additional intermediate boards are authorized but not required. Board members will be provided with a complete packet (originals). Candidates complete packet will consist of: a DA Photo, a certified copy of ERB, 2-1, Commander's evaluation, Performance Test, Biography (Appendix M), copy of the candidate's APFT (not waivable) and weapons card (if the unit has weapons assigned, this is not waivable), Typed copy of DD Form 2266 (Hometown News Release), and a 2-page double spaced typed report of a Medal of Honor recipient. The board will be comprised of voting members senior to the candidate and will include at least one voting member of the same sex as the candidate being considered. Evaluation as GO/NOGO on subject matter contained on the score sheet (Appendix N) and current events will determine if a candidate should continue in the

selection process. Candidates selected will appear before the final selection board (Post SAMC Board). Requests to appear before the final selection board will be by Memorandum to the SAMC final selection board president and will include a memorandum stating that soldier has appeared before the Brigade level board, signed by the appropriate Command Sergeant Major.

d. Phase IV-Final Selection Board: The SAMC final selection board will be comprised of the Armor Center Command Sergeant Major as president of the board, all Major Subordinate Command Sergeants Major, a member of the SAMC (This member will be selected by the Armor Center Command Sergeant Major and the Fort Knox Chapter SAMC President. This member can also be junior to the candidates appearing before the board.), and a board recorder without a vote. At least one board member must be of the same sex as the candidate being considered. The candidate's supervisor will be an Audie Murphy Club member or will be the candidate's First Sergeant or above within the NCO support channel. The final selection board will be provided with the same complete packet (originals) used for the screening board. The final selection board will determine through a question and answer system if the candidate has reached a level of knowledge in a range of subject matter to warrant induction into the SAMC. Evaluation as GO/NOGO on all subject matter contained on the score sheet (Appendix N) will determine if candidate warrants induction into the SAMC. Each candidate must receive a 100 percent "YES" vote from all board members in order to be selected for induction into SAMC. Board members will vote via secret ballot. Board members do not have to justify their vote to the other board members. Candidates successfully meeting standards of the final selection board will be selected for induction into the SAMC. The inductee is introduced to the local SAMC chapter and presented appropriate awards. Quotas will not be established. The final selection board need not select candidates if they do not meet requirement standards. The board president will counsel candidates not selected for induction.

6-5. Awards. The individual selected for induction into the Sergeant Audie Murphy Club will be presented the following awards:

a. Army Commendation Medal signed by the Commanding General, USAARMC and Fort Knox.

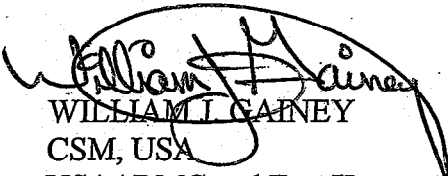
b. USAARMC and Fort Knox Command Sergeant Major Certificate of Achievement.

c. Certificate of Achievement/Membership signed by the Commanding General TRADOC and the Command Sergeant Major TRADOC. Certificate is approved for filing per AR 600-8-104 in official military personnel file (OMPF). Copies of certificate should be forwarded to PSC/MPD/MILPO for processing/filing.

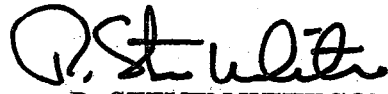
d. Membership medallion, approved for wear with BDUs for SAMC Induction Ceremonies and Class A/Dress Blue uniform during military Balls and SAMC official functions (per AR 670-1, Para 28-13, D.)

e. TRADOC SAMC Membership Card.

6-6. Presentation of Awards. The Post Command Sergeant Major, or a visiting DVIP, will present the applicable awards to selectees in the semi-annual Sergeant Audie Murphy Club induction ceremony.



WILLIAM L. GAINES
CSM, USA
USAARMC and Fort Knox



R. STEVEN WHITCOMB
Major General, USA
Commanding General
USAARMC and Fort Knox

MEMORANDUM OF RECOMMENDATION FOR SOLDIER/NCO OF THE QUARTER

(Office Symbol)

(Current Date)

MEMORANDUM FOR Commander, U.S. Army Armor Center and Fort Knox,
ATTN: ATZK-CSM, Fort Knox, KY 40121-5000

SUBJECT: Nomination for USAARMC and Fort Knox Soldier/Noncommissioned Officer of the Quarter

1. The following named soldier has been selected as Post (Soldier/NCO) of the Quarter from this command and is nominated for the USAARMC (Soldier/NCO) of the Quarter:

a. Name (Last, First, Middle):

b. Rank:

c. SSN:

d. Unit (Co/Trp, Bn, Bde):

e. Age:

f. Years of Service:

g. Time in Grade:

h. Weapons Qualification:

i. APFT (date & score):

j. Service Schools Attended:

k. Awards and Decorations:

2. The following information is attached:

a. A biographical narrative suitable for publication.

b. Typed copy of DD Form 2266 (Hometown News Release).

c. DA Form 2A and 2-1.

Enclosures

(CSM/SGM Signature Block)

MEMORANDUM OF RECOMMENDATION FOR SOLDIER/NCO OF THE YEAR

(Office Symbol)

(Current Date)

MEMORANDUM FOR Commander, U.S. Army Armor Center and Fort Knox,
ATTN: ATZK-CSM, Fort Knox, KY 40121-5000

SUBJECT: Nomination for USAARMC and Fort Knox Soldier/Noncommissioned Officer of the Year

1. The following named soldier has been selected as Post (Soldier/NCO) of the Year from this command and is nominated for the USAARMC (Soldier/NCO) of the Year Board:

a. Name (Last, First, Middle):

b. Rank:

c. SSN:

d. Unit (Co/Trp, Bn, Bde):

e. Age:

f. Years of Service:

g. Time in Grade:

h. Weapons Qualification:

i. APFT (date & score):

j. Service Schools Attended:

k. Awards and Decorations:

2. The following information is attached:

a. A biographical narrative suitable for publication.

b. Typed copy of DD Form 2266 (Hometown News Release).

c. DA Form 2A and 2-1.

Enclosures

(CSM/SGM Signature Block)

SOLDIER/NCO OF THE QUARTER/YEAR BOARD WORK SHEET			
NAME:		RANK	UNIT
			DATE
SUBJECT:		POINTS	SCORED
1. REPORTING PROCEDURES		1-5	
2. PERSONAL APPEARANCE, BEARING AND SELF CONFIDENCE		1-10	
3. ORAL EXPRESSION AND CONVERSATIONAL SKILL		1-10	
4. KNOWLEDGE OF WORLD AFFAIRS AR 670-1 CHAIN OF COMMAND/NCO SUPPORT CHANNEL		1-25	
5. AWARENESS OF MILITARY PROGRAMS CUSTOMS AND COURTESIES DRILL AND CEREMONIES		1-25	
6. KNOWLEDGE OF BASIC SOLDIERING A. NBC DEFENSE FIRST AID PERSONAL WEAPON LAND NAVIGATION/MAP READING B. FIELD SANITATION LAWS OF WAR MILITARY JUSTICE CODE OF CONDUCT		1-25	
7. LEADERSHIP AND TRAINING A. HISTORY OF FT. KNOX GENERAL ORDERS AND GUARD DUTY NCOES B. LEADERSHIP - 22-100, 22-101 TRAINING - 25-100, 25-101		1-25	
NOTES: 1. EACH BOARD MEMBER WILL GRADE ITEMS 1-3. 2. AREAS 4-7 ARE ASSIGNED AREAS. SOLDIERS WILL BE GRADED ON SUBSECTION A, NCOs WILL BE GRADED ON SUBSECTIONS A AND B. 3. BOARD MEMBERS WILL ASK A MINIMUM OF ONE QUESTION PER SUBJECT. 4. THE ARMOR CENTER CSM WILL ONLY GRADE IN THE EVENT OF A TIE. 5. MAXIMUM SCORE PER INDIVIDUAL IS 50 POINTS.			
BOARD MEMBER SIGNATURE _____		TOTAL	_____

MEMORANDUM OF RECOMMENDATION FOR DRILL SERGEANT OF THE YEAR

(Office Symbol)

(Current Date)

MEMORANDUM FOR Commander, U.S. Army Armor Center and Fort Knox,
ATTN: ATZK-CSM, Fort Knox, KY 40121-5000

SUBJECT: Nomination for USAARMC and Fort Knox Drill Sergeant of the Year

1. The following named soldier has been selected as Drill Sergeant of the Year from this command and is nominated for the USAARMC Drill Sergeant of the Year Board:

- a. Name (Last, First, Middle):
- b. Rank:
- c. SSN:
- d. Unit (Co/Trp, Bn, Bde):
- e. Age:
- f. Years of Service:
- g. Time in Grade:
- h. Weapons Qualification:
- i. APFT (date & score):
- j. Service Schools Attended:
- k. Awards and Decorations:
- l. Date assigned as Drill Sergeant:
- m. Date scheduled to be released from Drill Sergeant status:

2. The following information is attached:

- a. DA Form 2A and 2-1
- b. Typed summary of significant achievements as a Drill Sergeant.

(Office Symbol)

SUBJECT: Nomination for USAARMC and Fort Knox Drill Sergeant of the Year

- c. Typed biographical narrative suitable for printing in the Army Times magazine.
- d. Typed copy of DD Form 2266 (Hometown News Release).

Enclosures

(CSM/SGM Signature Block)

**DRILL SERGEANT
OF THE YEAR BOARD
1998
(SSG/SFC DOE, JOHN)**

DRILL SERGEANT OF THE YEAR NOMINEE
(TRADOC REG 350-16)
RCS EXEMPT
Para 5-2b(1).AR 335-45

APPENDIX F.

PRIVACY STATEMENT

Fort Knox Reg 672-2 (28 May 99)

1. **AUTHORITY:** Title 10, US Code 3012
2. **PRINCIPAL PURPOSES(S):** To provide HQ TRADOC the nominee information sheet to enter Drill Sergeant of the year competition
3. **ROUTINE USES:** To provide to PAQ and HQ TRADOC the necessary information needed for the drill sergeant of the year competition
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:**
Voluntary Failure to provide information may result in applicant's nonselection for selection

NAME (Last, First, Middle)		SSN	
SPOUSE (Last, First, Middle)		SSN	
HOME PHONE NUMBER (Area Code)		DUTY PHONE NUMBER (Autovon)	
HOME MAILING ADDRESS		DUTY MAILING ADDRESS	
BDE CSM		PHONE NUMBER (Autovon)	
POST/DIV CSM		PHONE NUMBER (Autovon)	
WILL YOUR SPOUSE ACCOMPANY YOU TO HQ TRADOC?		YES	NO

SCORE SHEET**DRILL SERGEANT OF THE YEAR (DSOY) SELECTION****NOMINEE'S NAME:****1. BEARING (0 – 20 Points)**

- a. Reporting (0 – 5 Points).....
- b. Uniform Appearance (0 – 5 Points).....
- c. Awards (0 – 5 Points).....
- d. Haircut/Mustache (0 – 5 Points).....

2. ORAL COMMUNICATIONS SKILLS (0 – 20 Points)

- a. Clarity (0 – 5 Points).....
- b. Conciseness (0 – 5 Points).....
- c. Eye Contact (0 – 5 Points).....
- d. Body Movement (0 – 5 Points).....

3. BOARD MEMBER QUESTIONS (0 – 60 Points)

See MOI for subjects. (Each board member may ask up to two (2) questions per subject area).

- a. Question 1 (0 – 30 Points).....
- b. Question 2 (0 – 30 Points).....

4. TOTAL HANDS ON TEST POINTS (0 – 100 Points).....**5. TOTAL APFT POINTS AWARDED (0 – 100 Points).....****6. TOTAL BOARD POINTS AWARDED (0 – 100 Points).....****7. TOTAL POINTS AWARDED (0 – 100).....****BOARD MEMBERS SIGNATURE: _____****BOARD RECORDERS INITIALS: _____****NOMINEE'S RANKING: _____**

EVALUATION TASKS**FIELD MANUALS**

FM 21-20
 FM 22-100
 FM 22-101
 FM 22-103
 FM 23-9
 FM 22-5
 FM 25-101

ARMY REGULATIONS

AR 600-9
 AR 600-20 (EO, Fraternalization)
 AR 350-41, chap 9
 AR 670-1
 AR 600-8-22
 AR 350-17
 AR 614-200, chap 8

TRADOC REGULATIONS

TR 350-5
 TR 350-12
 TR 350-16, chap 6

TRADOC PAMS:

TRADOC PAM 600-4

OTHER TOPICS

NCO Creed
 DS Creed
 History of DS Hat (male/female), DS Badge, DS History
 Army Family Team Building (AFTB)

MODULES/COMMON TASKS

Hip and Back Stretch (Lying Down)
 Facing to the Rear
 The Rest Position at the Halt

High Jumper
 The 30 Inch Step From the Halt
 Opening Ranks and Closing Ranks

Sling Arms from Order Arms, Order Arms from Sling Arms & Adjust slings

Inspection Arms from Order Arms, & Order Arms from Inspection Arms

Count Off, Stack & Take Arms
 Standing Side Fall

Fix/Unfix Bayonets
 Employ the M18A1 Claymore Mine

M16A2 (all subject areas related except the qualification part)

Evaluate a Casualty
 Give First Aid for a Cold Injury

Decontaminate Skin using M291

*NOTE: Only 4 modules/common tasks will be selected in any variety of mix. For example, 3 modules, 1 task.

CONVERSION POINTS FOR THE APFT

APFT POINTS	BOARD POINTS	APFT POINTS	BOARD POINTS
180 - 181 =	20	240 - 242 =	62
182 - 183 =	22	243 - 245 =	64
184 - 186 =	24	246 - 248 =	66
187 - 189 =	26	249 - 251 =	68
190 - 192 =	28	252 - 254 =	70
193 - 195 =	30	255 - 257 =	72
196 - 198 =	32	258 - 260 =	74
199 - 201 =	34	261 - 263 =	76
202 - 204 =	36	264 - 266 =	78
205 - 207 =	38	267 - 269 =	80
208 - 210 =	40	270 - 272 =	82
211 - 213 =	42	273 - 275 =	84
214 - 216 =	44	276 - 278 =	86
217 - 219 =	46	279 - 281 =	88
220 - 222 =	48	282 - 284 =	90
223 - 225 =	50	285 - 287 =	92
226 - 228 =	52	288 - 290 =	94
229 - 231 =	54	291 - 293 =	96
232 - 233 =	56	294 - 296 =	98
234 - 236 =	58	297 - 299 =	99
237 - 239 =	60	300 =	100

Only those Drill Sergeants who score 100 points in all three events are eligible to determine their score on an extended scale. Each push-up and sit-up beyond the maximum is worth one point. Every six second decreased in run time is worth one point. IAW FM 21-20.

CAREER COUNSELOR OF THE YEAR BOARD WORK SHEET			
NAME:		RANK	UNIT
			DATE
SUBJECT:		POINTS	SCORED
1. BEARING			
A. REPORTING (0-25)_____		0-100	
B. APPEARANCE (0-75)_____			
2. ORAL COMMUNICATION SKILLS			
A. CLARITY (0-25)_____		0-100	
B. CONCISENESS (0-25)_____			
C. EYE CONTACT (0-25)_____			
D. BODY MOVEMENT (0-25)_____			
3. BOARD MEMBER QUESTIONS		0-100	
4. TOTAL POINTS AWARDED		0-300	
NOTES:			
<div style="height: 200px;"></div>			
BOARD MEMBER SIGNATURE_____			

Appendix K
Example of 1SG/Unit Commanders Nomination/Evaluation

Office Symbol

MEMORANDUM FOR

SUBJECT: Sergeant Audie Murphy Club Nomination/Evaluation

Recommend _____ be considered for membership and induction in the
Sergeant Audie Murphy Club (SAMC).

- a. SSN:
- b. PMOS:
- c. Unit:
- d. Duty position:
- e. Date of assignment:
- f. DOB:
- g. BASD:
- h. ETS:
- i. DOR:
- j. Number of personnel supervised
- k. Civilian Education:
- l. Military Education (NCOES and any functional courses):

1SG/Commander Signature Block

Appendix L

ATZL-CSM

MEMORANDUM FOR SAMC Selection Board

SUBJECT: Sergeant Audie Murphy Club Nomination.

1. Recommend the following individual be considered for membership and induction to the SAMC:

- a. Name:
- b. Rank:
- c. SSN:
- d. Unit:
- e. DOR:
- f. DOB:
- g. PMOS:
- h. Number of soldiers supervised:
- i. BASD:
- j. ETS:
- k. Past and present NCO duty positions:
- l. Military education:
- m. Civilian education:
- n. Awards/Decorations/Achievements:
- o. APFT Test Score/date:
- p. Individual Weapon Qualification Score/date:

2. Any other information pertinent to the candidate's leadership accomplishment.

Encls
DD 2266
BIO Sketch

Commander/CSM

Appendix M

STAFF SERGEANT JOHN D. DOE

I was born in Washington D.C. on 4 July 1962. I enlisted in the U.S. Army as an Armor Crewman. I hold a Bachelor of Arts Degree in History from University of Louisville, Louisville, Kentucky. I am currently assigned as Platoon Sergeant, 16th Cavalry, United States Army Armor Center.

My military education includes primary, Basic (Commandant's List), and Advanced Noncommissioned Officer Courses; NBC Officer/NCO Course, and Security Managers Course.

I have been assigned to the following companies: Company C, 1-37 Armor, Ansbach, Germany; Troop B, 1-10 Cavalry, Fort Knox, Kentucky, 2-68 Armor, Baumholder, Germany.

I have served as a tank driver, tank gunner, operations clerk, and tank commander.

I am currently assigned to Troop F, 1st Squadron, 16th Cavalry.

My awards and decorations include the Army Commendation Medal, Army Achievement Medal (2OLC), and three awards of the Good Conduct Medal.

I was selected as the 1st Armored Training Brigade (Fort Knox) NCO of the Quarter, 2nd Quarter, 1994, and Ansbach Community NCO of the Year, 1990. I am a member of the Sergeant Morales Club.

My wife Jane resides with me at Fort Knox. I have two children, James (17) and Amanda (16), are students at Fort Knox High School.

My short-term goals are to obtain membership into the Sergeant Audie Murphy Club and to complete my Associates Degree in General Education. My long-term goals are to obtain my Bachelors Degree in Social Services and to obtain the rank of Command Sergeant Major.

Appendix N

SERGEANT AUDIE MURPHY BOARD WORK SHEET			
NAME:		RANK	UNIT
			DATE
SUBJECT:		GO/NO GO	
1. Military Bearing and Appearance (SCORED BY ALL) (NCO CAN FAIL THE BOARD IN THIS AREA)			
2. Oral Expression and Conversational Skill (SCORED BY ALL) a. Personal Narrative b. Audie Murphy Story			
3. Wearing of Uniform Drill and Ceremonies			
4. Leadership Counseling Army Values			
5. Weapons a. Personal Weapon b. Basic Rifle Marksmanship (M16A2) c. Preliminary Marksmanship Instruction First Aid NBC			
6. Safety Risk Assessment and Reduction MEDEVAC Procedures			
7. Training the Force (FM 25-100) AAR NCO's Role in Training Meeting			
8. NCOES Requirements and Standards APFT Measuring of BFC			
9. Soldier Support Agencies ADAPCP, Red Cross, ACS, Outreach, Financial Support, Support, CHAMPUS/TRICARE, EO/EEO Better Opportunities for Single Soldiers (BOSS) Army Family Team Building (AFTB)			
10. Leader's Book Content			
RECOMMENDATION:		PASS _____	
BOARD MEMBER SIGNATURE _____		FAIL _____	

ATZK-CSM FORM 3800-R, JUN 02 PREVIOUS EDITION IS OBSOLETE